

Information for Research Participants

AURA “Boundaries and prerequisites of autonomy in micro-, small- and medium-sized companies”

Participation in this study is voluntary. You can discontinue your participation in the study at any time. Should you discontinue your participation, you will not be subject to any negative consequences, but information gathered from you up until the point of cessation of your participation may be used in the study according to the applicable data protection legislation.

1. The subject, goal and funder of the research study

The boundaries and prerequisites of autonomy at work are studied in micro-, small- and medium-sized companies. This study explores how job crafting happens in a micro level and how it can support flexibility at work as well as work well-being. The research is funded by the Finnish Work Environment Fund (TSR)

2. Method by which personal data is collected

Personal information is collected in the AURA-project directly from the respondents and only by electrical survey.

3.

a) How is personal data processed in the study?

By responding to the survey, you provide information for the confidential use of the researchers. Only a summary of the responses without individual results will be reported to the company.

Your answers are confidential and the information will be used only for research and development purposes. Information that reveals your identity will not be published in any report or article and will not be displayed at any stage of the project.

b) What is the purpose of processing?

The purpose of the personal data processing is the use of it in scientific research anonymously.

c) Effects to data subjects

Respondents use about 15 minutes time in answering to the survey.

d) Legal basis for processing personal data

The processing of personal data is required for the performance of a task carried out in the public interest, namely scientific research and for academic expression.

4. Sharing of Personal Data

Personal data will not be shared to the third party.

5. Storage period of your data and anonymisation

Information that reveals your identity will not be published in any report or article and will not be displayed at any stage of the project.

Name of the project: AURA "Boundaries and prerequisites of autonomy in micro-, small- and medium-sized companies"

Project ends: 31.12.2020

6. The rights of the study participant in a scientific study

According to the General Data Protection Regulation (GDPR), data subjects have the right

- to obtain information on the processing of their personal data
- of access to their data
- to request rectification of their data
- to request restrict the processing of their data
- to object to the processing of their data
- right to erasure, if research data have been unlawfully processed and processing is no longer necessary for archiving purposes in the public interest, scientific research purposes or statistical purposes and erasure of research data will not render impossible or seriously impair objectives of scientific research.

In the event, that the research study does not require, or no longer requires, the identification of a data subject, Aalto University shall not be obliged to acquire additional

information in order to identify the data or the data subject for the sole purpose of fulfilling the rights of the data subject. If Aalto University cannot identify the data related to a data subject, the rights of access, rectification, objection and erasure shall not apply. However, if the data subject provides additional information enabling his or her identification and the identification of the research data, the rights are not affected.

7. More information on the study and the exercising of your rights

The controller in this study is Aalto University.

The contact person in matters related to the research study:

Matti Vartiainen (senior advisor)

matti.vartiainen@aalto.fi

The research participant must contact Aalto University's data protection officer if they have questions or demands related to the processing of personal data.

Data Protection Officer

Phone number: 0947001

Email: tietosuoja@aalto.fi

If the research participant sees that their data has been processed in violation of the General Data Protection Regulation or data protection legislation, the participant has the right to lodge a complaint with the supervisory authority, the Data Protection Ombudsman (see more: tietosuoja.fi).